

STAFF REPORT REGULAR MEETING

AGENDA DATE: April 7, 2026

DEPARTMENT: Leisure Services

TITLE:

Office Lease at 809 Lucerne Ave for Leisure Services

SUMMARY:

The proposed lease is for a temporary office location at 809 Lucerne Ave for the Leisure Services department, which is required to move from its current main office located at 17 South M Street by May 1, 2026.

BACKGROUND AND JUSTIFICATION:

Leisure Services' main office serves as an operation for 18 total staff consisting of 11 daily administrative staff (5 of which are managers or Directors and a walk-in customer service payment counter for the Parking Division) and up to 7 rotational staff working nights and weekends.

Leisure Services viewed numerous commercial spaces working with a commercial agent and decided on 809 Lucerne Avenue. Lake Worth Beach Public Works, Community Sustainability and IT departments conducted a suitability and feasibility assessment and concur the space can function as a temporary Leisure Services office. Attached is an unsigned/draft letter of intent and lease. The term is for two years, with a one- or two-year option, at a monthly rate of \$6,387.50. The tentative move in/take possession date is April 15, 2026, and the first payment date is May 15, 2026 (one month concession included in the lease).

On or about April 15, 2026, the IT department will begin to place the server and CAT 5/6 cables for city workstations, and a cubicle company (JC White) will place 10 workstations for city staff. We plan to repurpose the four customer service windows from 1900 2nd Avenue, that are currently being stored, and Public Works will build a temporary wall to compartmentalize customer service from city staff. Leisure Services tentatively plans to make the move into the building in the last week of April and be operational by mid-May 2026.

MOTION:

Move to approve/disapprove the two-year lease at 809 Lucerne Ave for Leisure Services department main office

ATTACHMENT(S):

Fiscal Impact Analysis
Expense Breakdown
Lease
Letter of Intent

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$90,000	0	0	0	0
Operating	0	\$76,650	\$54,293.75	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	\$70,756	\$54,293.75	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Recreation
Division	Administration
GL Description	Rental Leases
GL Account Number	001-8010-513-44-20
Project Number	N/A
Requested Funds	\$90,000
Remaining Balance	\$0
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Budget/Revenues